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ABSTRACT

Due to a shortage of staff at the Carlson Library at the University of Toledo, user access to the documents collection outside of the normally staffed hours has depended on the resourcefulness of the user. A survey showed that users were unfamiliar with access procedures. In order to make documents more readily available, the staff developed a series of guide sheets, a script/slide presentation, and a display on document use located in the main concourse of the library. Each was intended to impress library users with the variety of documents available and to provide an explanation of the access tools. Samples of the guides and the slides are provided. (EMH)

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DOCUMENTS EDUCATION PROJECT

Information Dissemination
Community Information Specialist Program
University of Toledo
Toledo, Ohio

Fall, 1975

by

Lynn Cooper
Sally Taber
Susan Usher

U S DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
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IR 003 219

DOCUMENTS EDUCATION PROJECT.

When we first heard that Julia Baldwin was considering disseminating information on the use and value of federal documents, we decided to help her because the three of us had developed an interest in and an appreciation for the stimulating and useful information contained in documents. We felt that people using Carlson Library were unaware of what federal documents are, where they can be found, what they contain, and how to gain access to them. There was a lack of access to indexing tools (e.g., the Documents Office is closed and no trained documents librarians are available on the the third floor on evenings and weekends), and people did not appear to be willing to learn how to use these access tools on their own, due in part, it seems, to the formidable appearance of the works and the mystery surrounding the government and its publications. Thus, we decided that a challenging information problem existed in this area.

We defined the problem more precisely through several methods. First, we discussed the problem with several professionals -- Julia Baldwin, the Documents librarian; and Angelo Wallace and Terence Crowley, of the Department of Library and Information Services. Next, we observed users of the documents collection and reviewed the September Daily Record Sheets (list of questions asked). We attempted to examine the literature available on the dissemination of documents information by searching through pertinent professional journals and by correspondence with Ms. Carolyn Kirkendall at Project LOEX (Library Orientation Exchange). At the same, we examined methods of information dissemination presently in use at Carlson Library both by the Documents section and by the library staff.

From these activities we concluded that very little has been done in the area of documents education at Carlson Library (partly due to lack of staff), and that the methods used by other university documents collections were too individualized to be adapted to our needs.

We began the project operating under the assumption that our audience included all persons having user access to the library -- undergraduate and graduate students, faculty members and their families, and the public. For the purpose of this project we narrowed our audience to students using the library. Faculty members were eliminated because other methods of contact were in operation and furthermore, as students ourselves, we perceived more clearly the needs of our peers. We decided to limit our dissemination efforts to opportunities available in the library itself due to the time and energy available for the project.

While delineating our audience, we discussed problems of documents education and possible solutions. In the process of narrowing our audience, certain possible approaches were automatically precluded. Various methods of disseminating information were listed and evaluated in relation to their appropriateness for our project. We considered and discarded several ideas on the basis of audience and time considerations: newspaper articles, radio messages, written messages to faculty members, and flow charts.

Evaluation of dissemination methods in use at Carlson included the examination of existing information sheets on federal and state documents collections; viewing of the MOTIVA (slide-tape) shows to evaluate general usefulness; examining the display in the concourse; and discussing the effectiveness of library tours and seminars conducted by Julia Baldwin, and

the poorly-attended coffee hours designed to acquaint new professors with library services; and evaluation of the documents browsing area near the circulation desk.

We then listed various information problems related to documents education and successful use of the documents collection. We decided there was a need for increased opportunities for positive experiences in the use of documents.

We considered the following ideas: creation of a card catalog for documents, increased personnel for documents collection -- particularly on weekends and during the evening, relocation of all Monthly Catalogs to the third floor, making all access tools available in one central area, making search cards available for after-hours assistance, labeling all of the ranges, making SUDOCS Class Lists available to everyone, and compiling a list of Documents Office holdings and placing blocks on the shelves to indicate volumes that are in the office. We eliminated most of the above suggestions due to limitations of time and lack of influence on library administration and library budgeting.

We considered the creation of a MOTIVA presentation, which Julia Baldwin had first suggested, and decided it would be useful only if used in conjunction with more detailed guides to the use of documents and if placed near the necessary access tools located on the third floor.

For our project we decided to create guide sheets on the use of various access tools, set up a display on documents in the concourse, and write a MOTIVA script based on the guide sheet information.

In conclusion, the purpose of our project is to explain to students who use Carlson Library that documents are available, that they contain

information of interest and value to students, and that ready access is available through the use of several tools that the students can learn to use independently.

After consulting Julia Baldwin, Angelo Wallace, and Joe Morehead's Introduction to United States Public Documents, and evaluating the tools most useful to us as students, we identified the following major access tools: the Monthly Catalog, Cumulative Subject Index to the Monthly Catalog, Cumulative Personal Author Indexes, CIS/Index, the annual Statistical Abstract of the United States and its supplements, the Congressional Directory and Citizens Look at Congress, the Government Organization Manual, and Facts on File.

The basic format for these guides was taken from the guide sheets currently in use at Carlson Library -- that is, the single colored sheet. However, we wanted to make documents seem less formidable and more interesting, and we wanted to encourage identification with the successful use of documents. To accomplish this we decided to use a logo (nicknamed Joe). We felt Joe would be appropriate because the body is anonymous and the magnifying glass is the universal symbol of the investigator. We decided to place the two most important items of information, name and location, at the top of the sheet. In the body, we give clear, easy-to-follow, simply-written and somewhat personalized descriptions of and instructions in the use of each tool.

The content of each guide was determined by examining the items itself, including all introductory sections, by examining sample materials obtained from Project LOEX, Terence Crowley and Angelo Wallace, by referring to the Morehead bock, and, last but not least, by considering our own experiences.

Location of the guides will be decided ultimately by Julia Baldwin when she establishes the Documents Information Center now being developed; however, our recommendations are that they be located on the third floor in the Documents Section and that they be used in a place where the actual tools are readily available.

The display cases, set up in the first floor concourse in conjunction with the development of the Documents Information Center, are seen as a way to alert students entering the library to the entire Documents Education effort. The displays will include an assortment of documents aimed at making students aware of the unlikely sorts of materials produced by our government. Examples of possible items might be investigatory reports on violence, education, and sex; major periodicals such as Our Public Lands, American Education and Manpower; and other materials. Hopefully two aspects of documents will be covered in the two cases: The Government Looks at Itself and The Government Looks at Society. Joe, our logo, will be used to draw attention to the displays and will help relate the displays to the third floor Documents Information Center.

The guides naturally developed into the MOTIVA script which Documents Librarian Julia Baldwin had suggested in the beginning but which would not have been very helpful to students without the availability of additional information and access to the appropriate tools.

Being unfamiliar with the MOTIVA, we first examined the MOTIVAs on the first floor and found that they 1) do not appear to be much used; 2) do not move quickly enough; 3) are not clearly identified as to purposes and content; 4) are poorly located.

In designing our MOTIVA we tried to clearly identify our purpose and to consider the following questions (from the Kodak pamphlet, Slides with a Purpose): 1) Who is my audience?; 2) How much does my audience know about documents?; 3) What are my audience's beliefs and prejudices?; 4) How much can my audience understand at one time?; 5) Why is the audience here?

Our goals in creating the MOTIVA are 1) to emphasize the variety of documents available; 2) to give a brief explanation of the two main access tools; 3) to encourage identification with the successful use of documents; and 4) to emphasize the rewards of persistance. We decided to again include Joe as an identifying logo.

After writing a script, we consulted Roger Kennedy of the Tech-Media Center, who reviewed the script, making no changes. He suggested a storyboard format to give a clearer indication of the relationship of each slide to the written material. (See script and storyboard attached).

Questions from the Kodak pamphlets were our guide for evaluation of the storyboard: 1) Does this slide help me achieve my presentation objective?; 2) Is there good continuity between this slide and the previous one?; 3) Does this slide add to my audience's knowledge of the subject?; 4) Does this slide focus attention on one main idea? Is this idea clear?; 5) Have I removed all unnecessary elements without destroying the one main thought in this slide?; 6) Have I presented the information in this slide in the most effective manner?; 7) Are the titles legible and short enough to be read in the time they will be shown: and 8) Does the commentary add anything to this slide? Does it distract?

The actual production of the MOTIVA will be the responsibility of the Tech-Media Center. They will take the slides, prepare the tape and make the

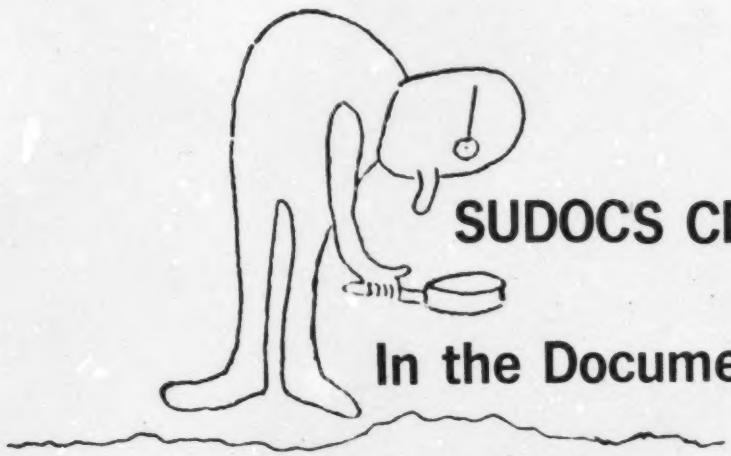
final decisions (with Julia) on the appropriate narrator. Since Joe is male and since most narrators are masculine, we did state a preference for a female voice.

It appears that the documents education project will be put into operation the first part of spring quarter, 1976, when the MOTIVA, guides, and access tools are all available to be included in the Center. The Center will also include a bulletin board to be maintained by Julia which will feature newspapers and other materials concerning documents and the government.

Afterword

We feel that mention should be made of the great cooperation received from the Carlson Library staff, particularly Julia Baldwin, who not only had the idea for the Center but also aided and abetted throughout. We are grateful to have been given great financial and creative liberty in developing the project and hope our efforts prove useful to the library.

Guides to Federal Documents



SUDOCS CLASSIFICATION LIST

In the Documents Office, third floor

SuDocs (Superintendent of Documents) is in charge of the distribution of government publications and has developed a classification system unique to government publications. The SuDocs Classification List is the key to the organization of government materials.

Government publications are organized, first of all, according to the agency which issues them. The first letter(s) of the classification number refers to the agency which issues the document, such as:

A = Agriculture Department
S = State Department
SI = Smithsonian Institute
NAS = National Aeronautics and Space Administration

There are approximately 50 of these agencies.

The number following the letter refers to the various offices of the agency. A (1) indicates the parent organization and secretary's office, and other numbers indicate lesser offices. For example:

A1. = Agriculture Department, including Secretary's office
A13. = Forest Service
A68. = Rural Electrification Administration

These offices vary according to agency. A decimal point follows this number.

The number following the decimal point indicates the type of publication. This number is followed by a colon. For example:

1: Annual report
2: General publications
3: Bulletins
4: Circulars
5: Laws (administered by the agency and published by it)
6: Regulations, rules, and instructions
7: Releases
8: Handbooks, manuals, and guides

(more)

These 8 numbers are common to all agencies. Other numbers may vary according to agency. In some cases, in order to keep closely related publications together, these numbers may include a slash followed by a letter or number (4/a; 4/2). In Carlson Library, this will be written out with a superscript instead of a slash:

A1. 4/a = A1. 4^{a} A13. 4/26 = A13.4^{26}

Thus, if you have found a classification number for a government document, using SuDocs Classification List you can decipher which agency, what department of that agency, and what type of publication you are looking for:

A13.1: = Agriculture Department, Forest Service, Annual Report

If you know what agency and what type of publication you want (for example, bulletins of the geological survey), you can find the correct code on the SuDocs List, add the correct number, and go to that section of the shelves to see what is available:

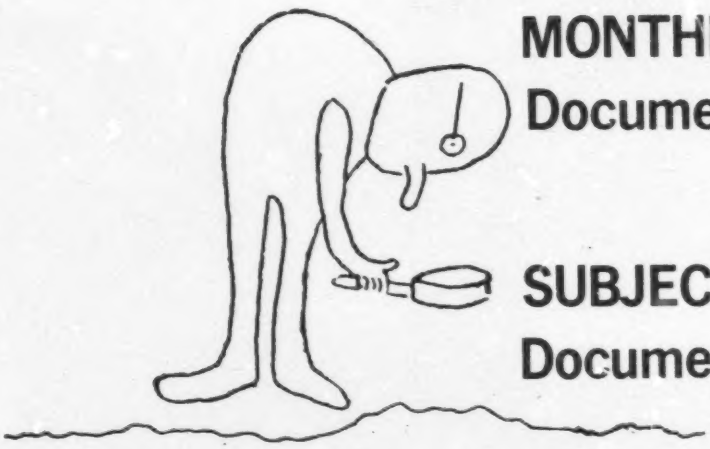
Geological Survey = I19.
Bulletins = 3:
Go to section I19.3:

After the colon comes an individual book number which may simply be the publication number (leaflet #422 would be :422), the year published (1964 would be :964), or a letter-number designation assigned according to subject. These numbers individualize the document, allowing you to pull it from the shelves.

Once you have the number, the publication can be located much the same as any other library material. The stacks are open and marked as to what each row of shelves contains (as in I19.4 - I19.13). Documents are arranged in numerical order on the shelves. While hardcover books are marked on the binding, many publications are marked in the upper left-hand corner and may require some searching. Unless otherwise indicated, documents can be checked out at the Circulation Desk on 1st floor.

If you need any help in using the SuDocs Classification List or in locating a document, ask for help in the Documents Office (open 8-5, Monday - Friday) or at the Reference Desk.

Guides to Federal Documents



MONTHLY CATALOG
Documents Office, third floor

SUBJECT BIBLIOGRAPHIES
Documents Office, third floor

No single bibliographic work gives access to all U.S. Government publications. The most important of the many guides and indexes to official publications is the Monthly Catalog. This is the most complete catalog of official publications of the federal government. It is produced on a monthly basis by the Government Printing Office (GPO).

Each Monthly Catalog has its own index at the back of the issue. Monthly Catalogs for each year are combined into one volume at the end of the year, in the December issue. This issue has a cumulative index which covers all entries for the entire calendar year.

The Monthly Catalog serves as Carlson Library's card catalog to government documents.

When using the Monthly Catalog, keep in mind that items are arranged by issuing agency and are numbered continuously from January to December. The detailed index to subjects, titles, issuing agencies and some authors provides access to the description of a particular document.

Since January, 1974, the index has been divided into separate author, title and subject indexes, allowing easier access to materials.

To use the Monthly Catalog, first turn to this index. If you know the correct title of the document, this is the fastest way to locate the entry (and the most reliable). If you don't know the title, your search will be more difficult. In searching through the subject index, you may need to look under more than one heading. Some titles are indexed under all key words (important words in the title), but others may be indexed under only one term. If you can't find the document listed under one heading, try another more general heading. Documents are also listed under the issuing agency, but this is usually the most difficult way to locate the document, due to the size of most agencies.

Once you find the correct entry in the index, note the number following the entry. This is the entry number unless you are using a Monthly Catalog published before September, 1947. In that case, the number refers to a page, not an entry.

(more)

This entry number refers you to a specific place, not a page. As mentioned earlier, entries in the Monthly Catalog are numbered consecutively through an entire calendar year. These entry numbers are listed down the left-hand side of the page. Simply flip through the issue until you reach the number you are seeking.

Once you have found the document entry number, look over the description of the document. At the end of the description you will see the Item statement. It might look like this: •Item 512-F. The heavy black dot (•) means that the document is sent to depository libraries like Carlson. In this case, Carlson probably has the document. If the black dot does not appear, look at the bottom of the page at the explanation of all the symbols used in the catalog. These symbols indicate the sales and distribution patterns of the documents. If the item is not sent to depository libraries, you may still be able to obtain a copy of it.

Next, look at the call number located toward the bottom right-hand side of the entry. This is a series of letters and number (for example, A 67.16:128) called the Superintendent of Documents Classification Number (SUDOCS number). Documents are arranged on the shelf in this order, so you can use this number to locate the document on the shelf. For a detailed explanation of how the SUDOCS number works, see the guide to the SUDOCS Class List.

Write down the SUDOCS number, the title of the document, and the name of the issuing agency before searching for the document on the shelf.

Not all documents are kept on the open shelves. The most frequently used documents and reference tools are located inside the Documents Office and/or at the Reference Desk (first floor). Examples: census documents, the Coleman Report, etc.

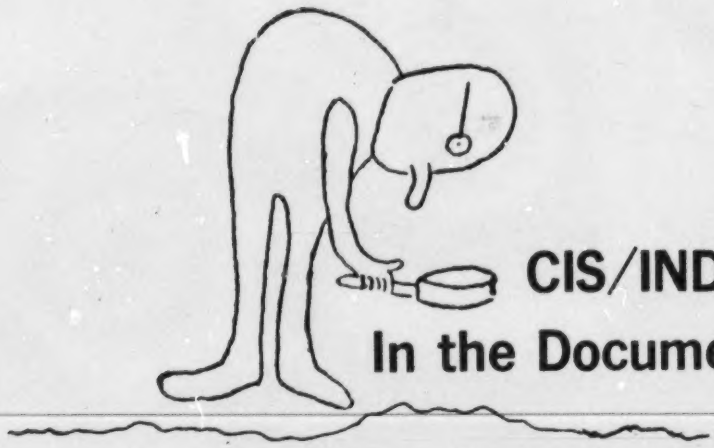
If you need help using the Monthly Catalog, or if you cannot find a document, ask for assistance at the Documents Office (open 8 to 5, M-F) or at the Reference Desk.

The Government Printing Office (GPO) puts out bibliographies on a wide range of subjects, such as aging, consumer information, minorities, handicapped, accounting and auditing, air pollution, computers and data processing. The bibliographies are useful if you have a general subject in mind and wish to obtain an overview of the area.

Each list gives the titles of selected documents on a particular subject, the date they were published, the number of pages, and the SUDOCS number (see the guide to the SUDOCS Class List for further information). Information is also given on the price of the document if you wish to order it from GPO.

LI 137 176 5C

Guides to Federal Documents



CIS/INDEX

In the Documents Office, third floor

CIS/Annual (Congressional Information Service) collects, indexes, and abstracts all the publications of Congress each month. This index was started in 1970 and is published in two sections: an index section and an Abstracts section. If you want information on a Congressional hearing, print, document, or report since 1970, use the monthly CIS/Index in this way:

1. Turn to the Index section and look up your topic by subject, name of witness, name of organization represented by a witness, name of individual or corporate author, name of subcommittee, name of government agency involved, or popular name of the bill, law, or report. The Index will give you a code:

   3 H341-16.9
   1 S181-3.4

   The first number refers to the correct volume of the Abstracts. The letter refers to House, Joint Committee, or Senate. The next three numbers refer to the committee and type of publication, and the number after tne dash is simply a serial number. A number after the decimal indicates individual testimony.

   Volume 4—(4) (J) (801)-(7.9)—Serial number, number of testimony

   Joint Committee — Committee number and type of publication

2. Turn to the correct volume of the Abstracts. This section consists of first the publications of the House (H codes), then Joint publications (J), and finally the Senate (S). Locate your code number in the correct section (codes are arranged in numerical order). Besides giving the title, date published, and summary of the publications, the Abstracts will give you the SuDocs Classification number, enabling you to find the publication (see: Guide to SuDocs Classification System.)

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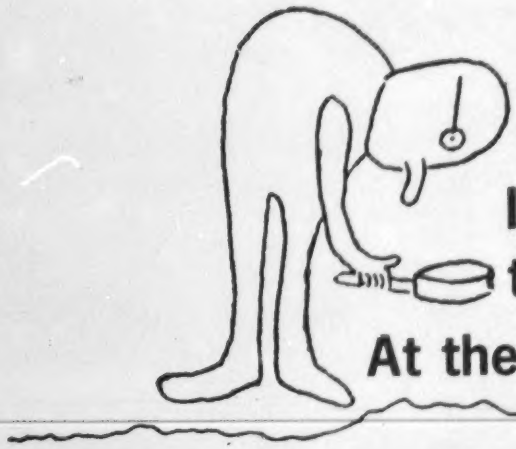
CIS/Annual combines all the monthly issues for each year. CIS/Annual is published in 2 hardcover volumes: Part I is the Abstracts and Part II is the Index. CIS/Annual contains not only the information given in the monthly CIS/Index but also includes a section which traces back to 1970 the legislative histories of recently enacted laws. This section is located at the end of the Abstracts volume after (H), (J), and (S) codes and is designated in the Index volume by a PL code. The Index volume operates as it does in the monthly publication except that now the first number of the code is dropped since there is only one Abstracts volume and the PL codes are added if appropriate. Besides the main body of the Index, CIS/Annual also includes a list of committee and subcommittee chairpersons, a guide to multiple-volume hearings published that year, and lists of laws by title and bill number.

If you need any help in using CIS/Index or CIS/Annual, ask for help in the Documents Office (open 8-5, Monday - Friday) or at the Reference Desk.

LI 137 176 5C

Guides to Federal Documents



THE UNITED STATES GOVERNMENT ORGANIZATION MANUAL:

In the Documents Office, third floor

At the Reference/Information Desk

The United States Government Organization Manual is the official handbook of the Federal Government and contains names of personnel, addresses and phone numbers of the agencies, brief histories, organizational charts, descriptions of functions, lists of publications, and addresses and phone numbers of regional offices, if applicable. The GOM is revised and printed each year by the Government Printing Office.

The GOM is divided into several sections:

I. Guide to Government Information, including phone numbers of regional Federal Information Centers

II. The Constitution

III. Legislative Branch, including names and addresses of all the Congresspeople and the offices under the Legislative Branch, including the Government Printing Office, Library of Congress, and General Accounting Office

IV. Judicial Branch, including names of all Federal justices

V. Executive Branch, including the White House Office, Office of Management and Budget, Economic Advisors, CIA, Council on Environmental Quality, and the various Cabinet departments and their subdivisions

VI. Government Agencies, including ACTION, American Revolutionary Bicentennial Administration, Appalachian Regional Commission, Commission on Civil Rights, Federal Communications Commission, and the Smithsonian Institute

VII. Quasi-Official Agencies, including National Academy of Science, National Research Council, American National Red Cross

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VIII. Selected International Organizations in which the US participates, including the International Atomic Energy Agency, Organization of American States, United Nations, and World Health Organization

IX. Agencies Abolished, Transferred, or Terminated after March 4, 1933

There are three indexes in the back of the GOM. The first is by name of individuals and will refer you to the correct page number. The second is by subject and will refer you to the correct agency under which to look. The third index is by agency and will refer you to the correct page.

If you need any help in using The Government Organization Manual, ask for help in the Documents Office (open 8-5, Monday - Friday) or at the Reference Desk.

LI 137 176 5C

Guides to Federal Documents

CARROLLTON'S CUMULATIVE SUBJECT INDEX to the Monthly Catalog

In the Documents Office, third floor

Unlike many other indexes, Carrollton's does not include subject, author and title indexes. As the title suggests, it is a subject index. This index eliminates piecemeal searching through volumes of the Monthly Catalog for citations (listings) on a particular topic.

Carrollton's indexes all entries from the Monthly Catalog for the period 1900 through 1971. A particular document could be listed under several subject headings or under a single heading, depending on the scope of the title, just as it might possibly be listed in the Monthly Catalog.

Title entries are listed in alphabetical order under each subject heading. Most authors are not listed at all. The only exceptions are speakers, who are listed under the subject heading Addresses, lectures by . . . *

This subject index is not difficult to use. Simply follow the instructions given below. For detailed information see the article "Introduction & Users Guide", page ix of Carrollton's.

First, under the appropriate subject heading for your topic, look at the subject citation (an individual entry in the index). This citation contains several important numbers: the YEAR of the Monthly Catalog; the ITEM number or the PAGE number. Please refer to the sample entry below to identify these numbers.

The YEAR is located in parentheses following the subject entry. It is a two-digit number and looks like this: (66). This number indicates the 1966 issue of the Monthly Catalog.

The ITEM or PAGE number is the number immediately following the YEAR:
(66) 13355.

This number is a page number for all entries referring to Monthly Catalogs published before September 1947. All later entries refer to ITEM numbers. Either the ITEM number or the PAGE number appear in numerical sequence in the Monthly Catalog for a given year.

For information on how to use the Monthly Catalog, please see the document guide with that title.

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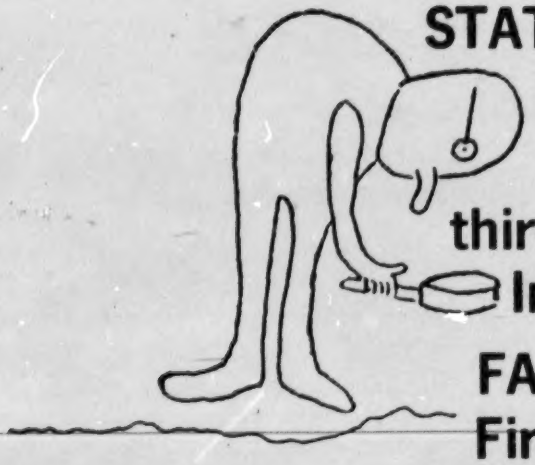
There is a personal author index available. The Cumulative Personal Author Indexes, also located in the Documents Office, consist of alphabetical lists of all personal names that have appeared in the entries of the Monthly Catalog for the years 1941-1970. These lists include editors, compilers, translators, researchers, joint authors, lecturers-----every relationship of personal authorship to the publication cited.

This is important because from September 1947 to December 1962, personal authors were not included in the Monthly Catalog index at all.

If you need help using either Carrollton's or the Cumulative Personal Author Indexes, ask for assistance at the Documents Office (open 8 to 5, M-F) or at the Reference Desk (first floor).

LI 137 176 5C

Guides to Federal Documents



STATISTICAL ABSTRACTS OF THE UNITED STATES

In the Documents Office, third floor; at the Reference/ Information Desk, first floor

FACTS ON FILE
First floor, Index Alcove 10B

Statistical Abstracts is a yearly compilation of social, political and economic statistics of the United States.

The data included are primarily national in scope, but some regional, state and Standard Metropolitan Statistical Area (SMSA) data are given.

Information in this annual can be located in two ways: through the Table of Contents at the front of the book, or through the Index at the back of the book.

The Table of Contents is arranged by major subject headings such as Population, Energy, Construction and Housing, etc. It is not arranged alphabetically. This table gives a good idea of the scope of the contents and can direct you to a general section of the book.

The Index is the place to begin if you are looking for a particular piece of information. The Index is arranged alphabetically by subject and is quite detailed. It will direct you to the page on which the material may be found.

Statistical Abstracts serves as more than a convenient reference book--it provides leads to other sources of statistics. These are found in the introductory notes of each chapter and after each table, in addition to the two appendixes.

Appendix I is an index to the tables which have Historical Statistics series (see below). Appendix II includes a guide to sources of statistics, a Guide to State Statistical Abstracts, and a guide to publications of recent censuses.

An important supplement to the annual Statistical Abstracts is the volume Historical Statistics of the United States: Colonial Times to 1957 (updated to 1962 with another supplement).

Historical Statistics is designed to bring together historical data of wide general interest. It also informs the user of where additional data can be found--usually the original source of the data included. Each chapter includes notes as well as a listing of more complete sources.

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The Table of Contents is very similar to that of Statistical Abstracts. It is arranged by major subject headings such as Population, Migration, Consumer Income and Expenditures and Agriculture, again, not in alphabetical order.

The Index is arranged alphabetically by subject and includes everything from Accidents and fatalities to Zinc.

Facts on File is a weekly news reference service which has short, concise summaries of world and national events, and is published in two sections. The first part is a weekly news digest and the second part is an index which comes out twice a month. The index is then cumulated every three months and six months.

Facts on File is politically oriented and covers both national and world news. It has a section on government appointments, major news events, and also articles on space development, sports, obituaries, science, medicine, religion, education, crime, books, plays, films, and persons prominent in the news. It is a good source if you want a short description of an event and the date it occurred, so other sources may be searched.

Index listings are by subject, person and place. An example of how the index works is:

BIRTHS
'74 US household size down 2-21, 243B2

The bold face words are the general subjects. The second line gives the title or main idea of the articles. This is followed by the date of the event (2-21). The number after the comma is the page number of the article in the news digest section, followed by the marginal letter which gives the location of the articles in the particular column on the page. The column numbers are 1 for left hand side, 2 for the center, and 3 for the right hand column.

If you need help using Facts on File, please ask for help at the Reference Desk (first floor).

For help in using Statistical Abstracts, please ask for assistance either in the Documents Office (open 8 to 5, M-F) or at the Reference Desk.

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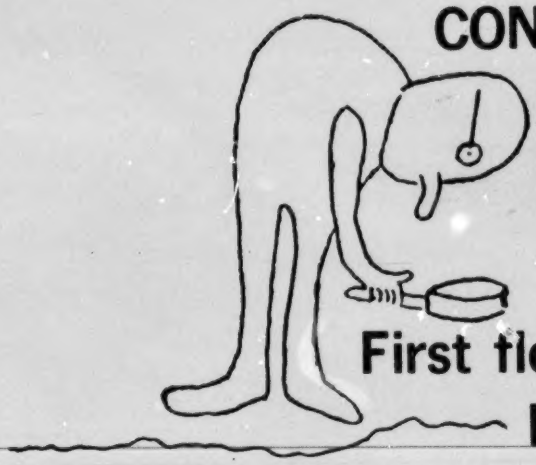
Guides to Federal Documents



CONGRESSIONAL DIRECTORY
At the Reference/Information Desk, first floor

CITIZENS LOOK AT CONGRESS
First floor in the Reference Section, LC Number JK 1010.R35 1972

The Congressional Directory is a general reference tool for information on the legislative, executive, and judicial branches of government. Information includes the names, addresses, phone numbers, terms of service, biographical data, and committee assignments of each Congressperson; members of the staff of each Congressperson; a list of the standing subcommittees, select and special committees and their staffs; congressional joint committees, commissions and boards. Other sections include information on the historical background of the Capitol, including floor plans; a list of Presidential and cabinet department staffs; information on independent agencies, judicial branch officials, international organizations, diplomatic and consular offices, media representatives who cover Congress and the White House; and maps of congressional districts by state.

The directory has a table of contents in the front which lists all the agencies, departments, committees and other organizations in alphabetical order. An index to individuals is located in the back.

Citizens Look at Congress is an in-depth research project which was done by the Ralph Nader Congress Project. This study, published in 1972, has in-depth articles on each senator and representative in Congress. It is organized alphabetically by state, with the senators and representatives of each state located together.

Each article gives biographical information on each congressperson, the areas they represent, what kind of constituents they have, how they entered politics, who their supporters are, how they are viewed by their constituents and persons in Washington, and their political biases. It also gives their voting records on key bills and issues and how they have been rated by various organizations according to their voting records. There is also information on their income and investments.

If you need any help in using the Congressional Directory or the Nader study, please ask for help at the Reference Desk.

LI 137 176 5C

A STUDENT'S GUIDE TO GOVERNMENT DOCUMENTS

(1) Title card.

(2) Our federal government produces a staggering amount of information ranging from (3) investigatory reports and major periodicals to maps and recipes.

(4) Certain libraries such as Carlson have been designated to receive these government documents.

This presentation is designed to introduce you to the (5) documents collection on the third floor and to help you find the information you need.

(6) Government documents are not indexed in the library's card catalog. (7) However, special reference tools are available to help you in your search.

The most important of these tools is the (8) Monthly Catalog, which includes most, but not all, government publications.

To use the Monthly Catalog, (9) turn to the index at the back. You can look for your topic by (10) title, as shown here; by (11) author, as in this example; or by (12) subject, the most common method of searching.

(13) This entry number refers you to a specific item in the main body of the catalog. (14) You can find the entry numbers in numerical order on the left-hand side of the page.

(15) Now that you have found the entry referred to in the index, this (16) classification number will guide you to (17) the document on the shelf.

For more information on how to locate a document, (18) use the guide sheets located here at the Documents Information Center.

(19) A second major publication, the CIS/Index, is used to find Congressional publications since 1970.

(20) Your topic can be located in the index in several ways, including subject, as in this example.

This (21) code will refer you to an abstract of the publication in the front of the book.

As in the Monthly Catalog, (22) the classification number will lead you to the document on the shelf.

(23) A more detailed explanation of how to use the CIS/Index is included in the guides to federal documents located here at the Documents Information Center.

(24) There are several other reference tools which will help you use documents effectively.

(25) Carrolton's Cumulative Subject Index includes all Monthly Catalog entries from 1900 to 1971 and can cut search time to a minimum.

(26) Statistical Abstracts is an annual compilation of social, political and economic statistics of the United States. It has a supplement called Historical Statistics . . . Colonial Times to 1957.

(27) The United Stated Government Organization Manual is an indispensable reference guide to the organization of our government.

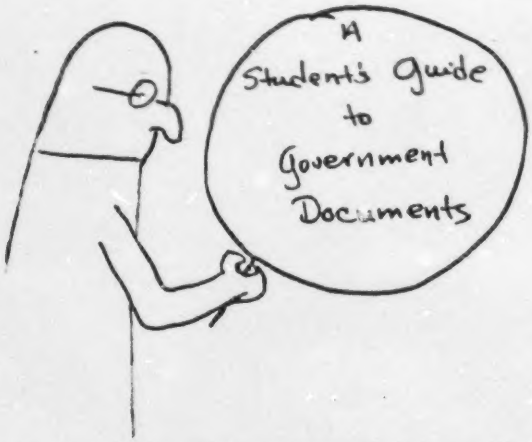
(28) Bibliographies on specific subjects can be found in a marked box in the Documents Office.

(29) The Congressional Directory and Citizens Look at Congress by a Ralph Nader group give two different views of the members of Congress.

(30) More detailed explanations of these and other reference tools are available in guides located here at the Documents Information Center. If you have difficulty in locating or using any reference tools or in locating a document, (31) please ask for help in the Documents Office, which is open from eight to five, Monday through Friday. (32) In the evenings or on weekends, ask for help at the first floor Reference Desk.

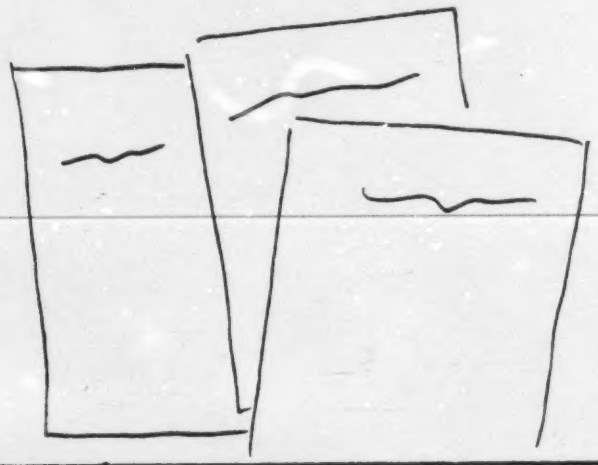
(33) Finding your document may not be easy, but it is well worth the search. Remember, you as a taxpayer are paying for these documents, so why not use them?

(34) A Student's Guide to Government Documents was written by Lynn Cooper, Sally Taber, and Susan Usher, students in the university's Community Information Specialist Program.



(1)
Title (art work)

A Student's Guide to Government Documents

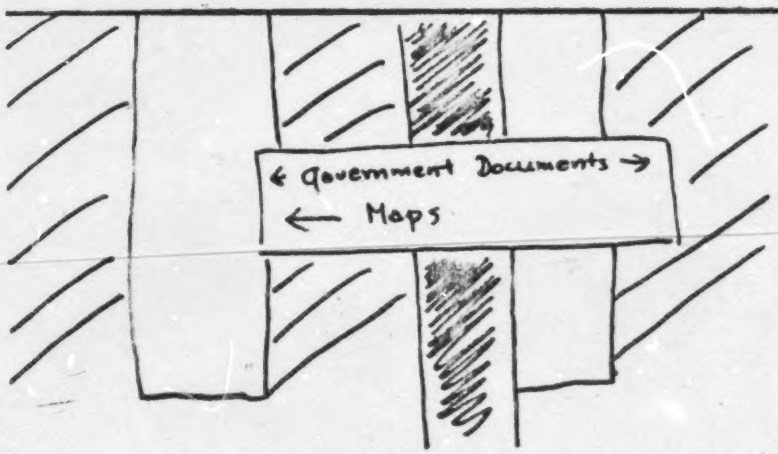


(2)
Reports:

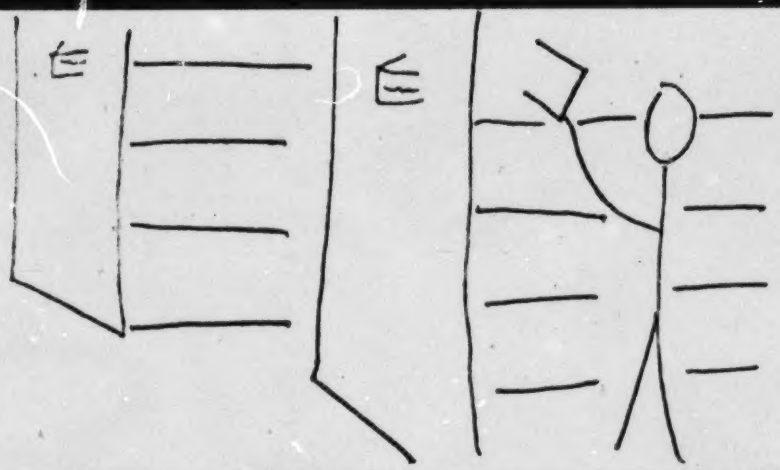
America Burning
The Oil Import Question
(Pr 37.8:Oi5/Im7)
Our Nation and the Sea
(Pr.36.8:M33/Sc1)
Chemicals & Health
(Pr.35.8:Sci2/Ch2)
etc.....

(3)
Periodicals:

American Education
Manpower
Mental Health Digest
Our Public Lands
etc.....



(4)
Sign by elevator



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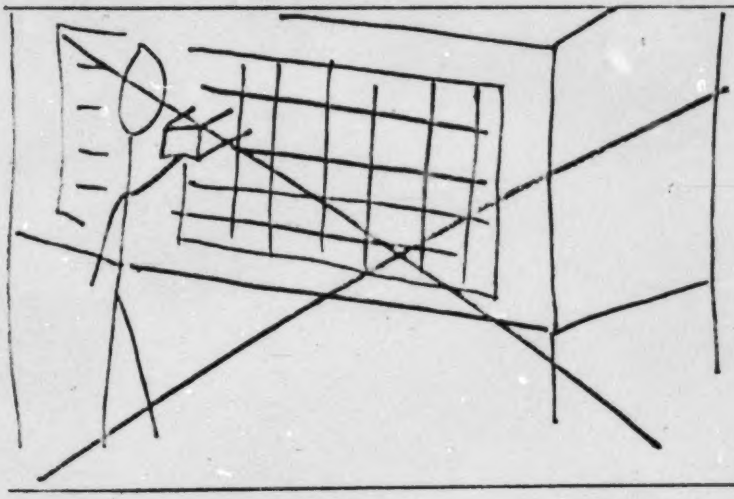
Person pulling document from shelf



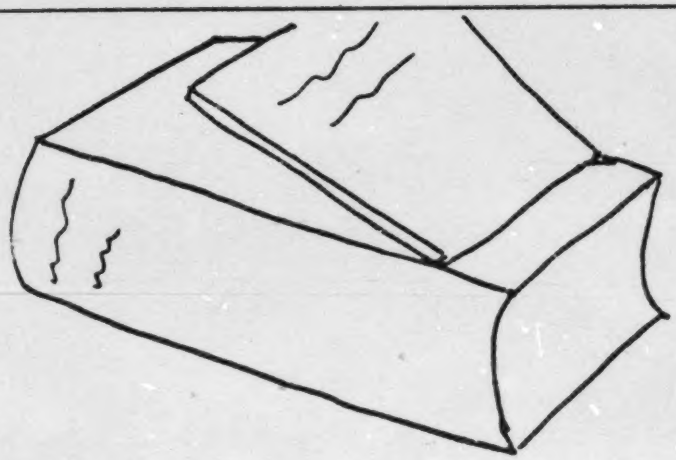
(6)

Red X on person using card catalog

(7)

Several Index TOOLS

Monthly Catalog
CIS/Index
GOM
etc . . . .



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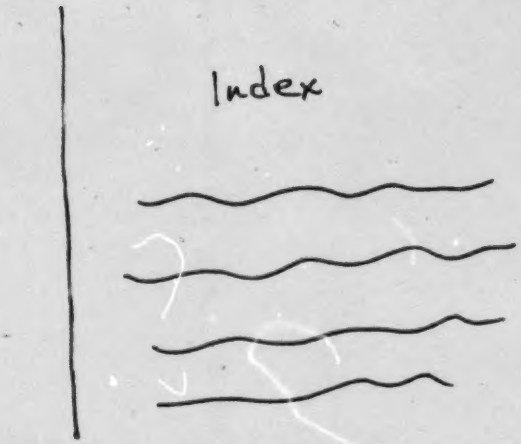
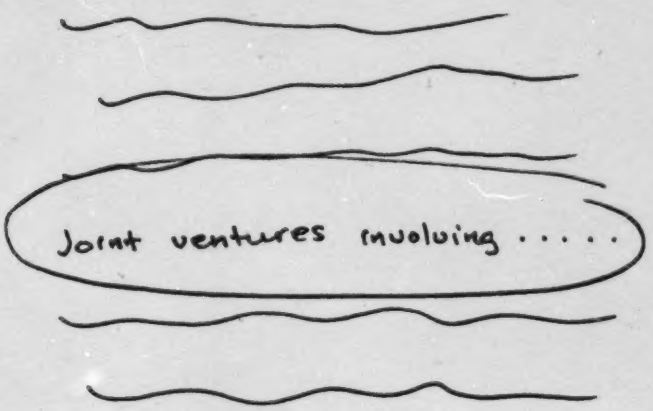
Monthly Catalog



(9)

Monthly Catalog

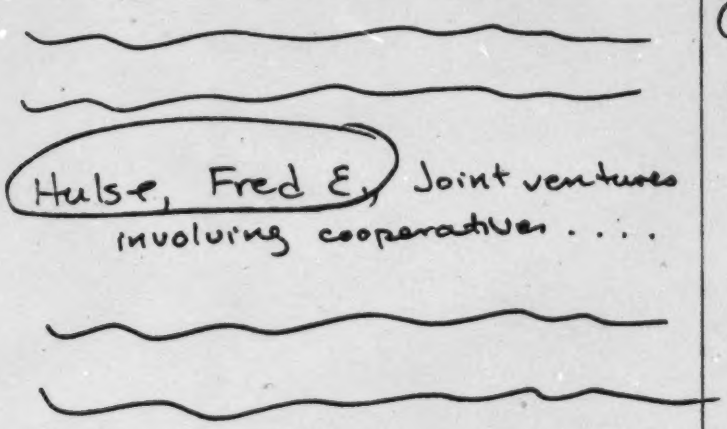
open at Index



(10)

Title Circled

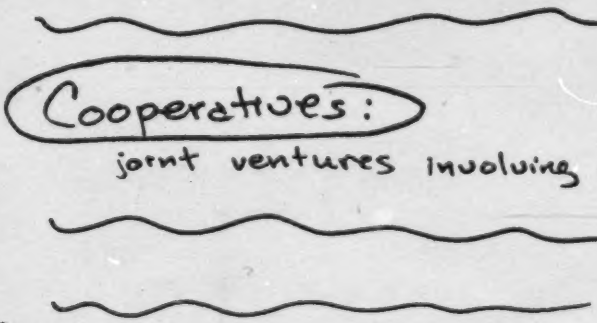
(June, 1975
p. 1 · 135,
"Joint ventures
involving



(11)

Author circled

(June, 1975
p. I · 113
"Hulse, Fred E . . ."



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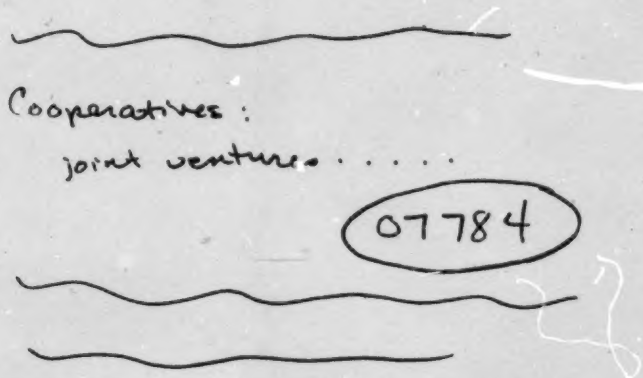
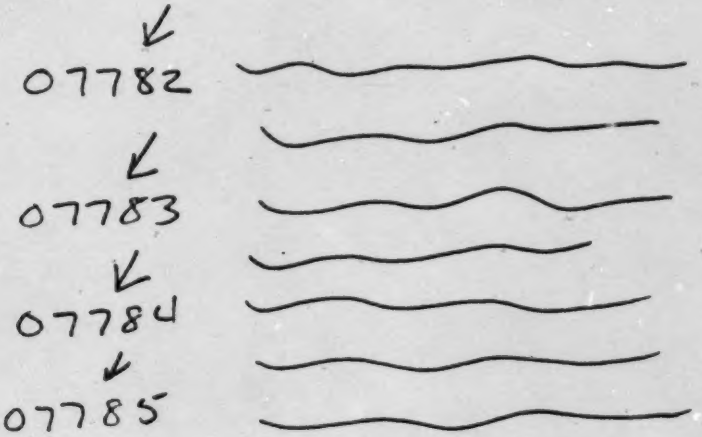
Subject Circled

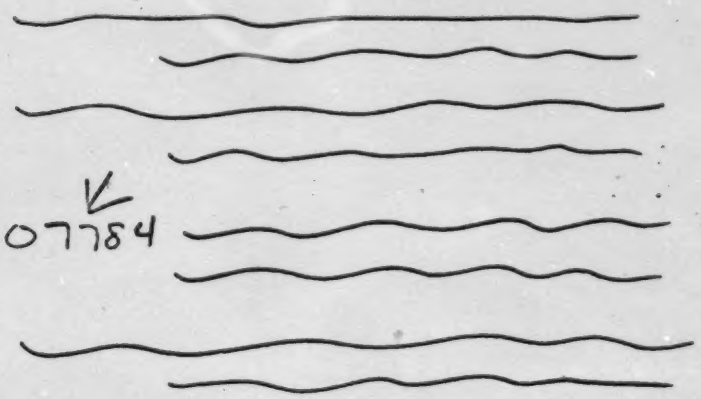
(June, 1975
p. I - 23
"Cooperatives"



(13)
Entry number circled
(June, 1975
p. I · 23
"07784")



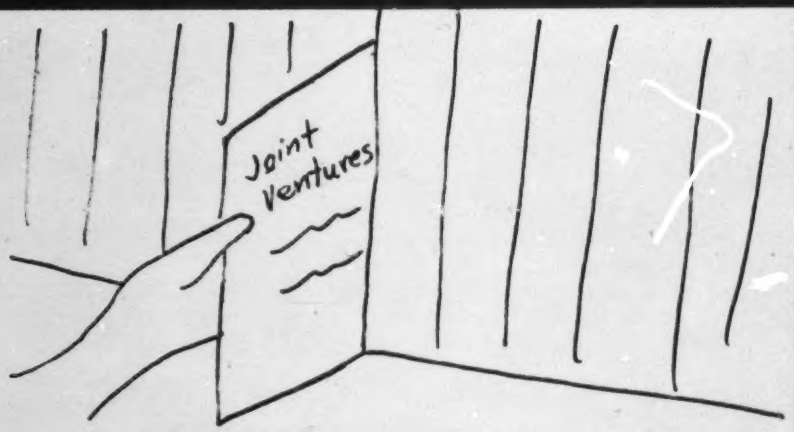
(14)
Arrows pointing at several entry numbers on page
(June, 1975
p. 2)



(15)
Arrow pointing at 07784 - the right entry
(June, 1975
p. 2)

07784 Marketing research report.
Joint ventures . . . . . .
. . . . . .
A 1.82:1040

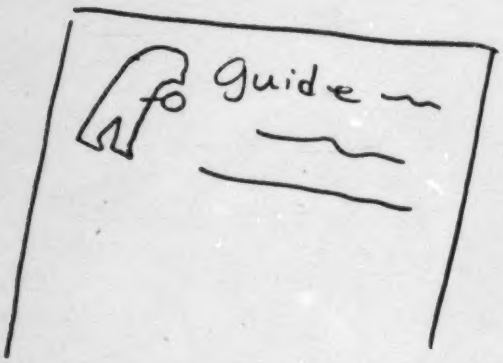
(16)
Class number circled
(June, 1975
p 2, A1.82:1040)



(17)

The document,
Title visible

(Joint ventures
involving cooperatives



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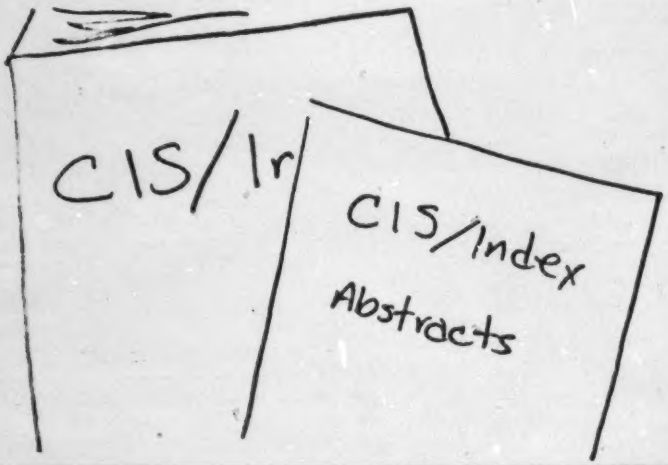
Monthly Catalog

guide sheets



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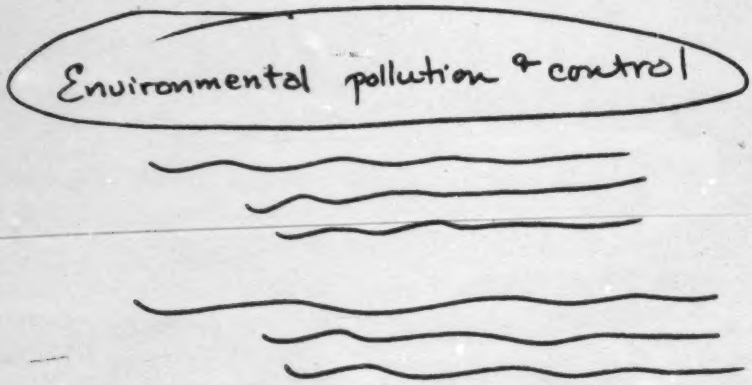
CIS/Index



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Index entry

circle subject
heading
(CIS/Index 1974
p. 145.
30 "Energy & environment")

Energy and environmental objectives,
S261-37

(21)

Code circled

(CIS/Index 1974
p. 145
S 261-37)

S261-37 Energy and Environmental Objectives, Part 1

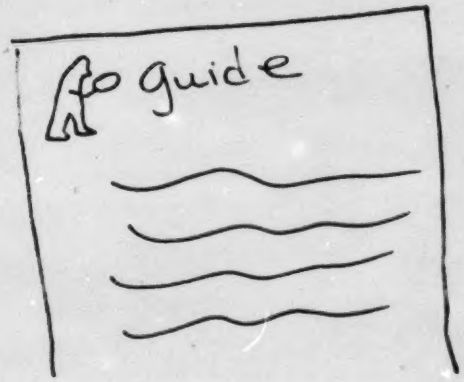
Y4.C73/2:93-68/pt.1

(22)

Abstract entry

Class number circled

(CIS/Abstracts 1974
p. 580
S261-37)



(23)

CIS/Index guide

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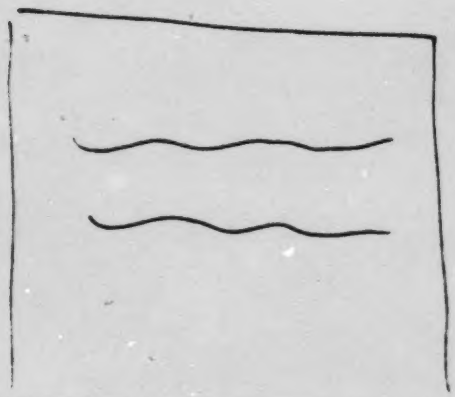
1. Carrolton's Cumulative Subject Index
2. Statistical Abstracts
3. U.S. Gov. Organization Manual
4. Subject bibliographies
5. Congressional Directory
6. Citizens Look at Congress

(24) (Art)

List of other access tools



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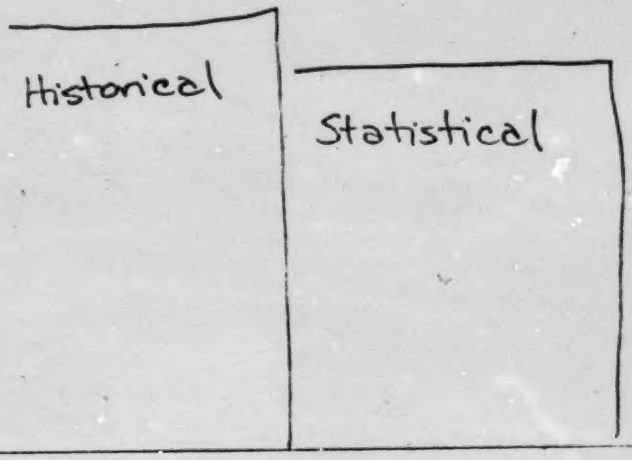
Carrol ton's



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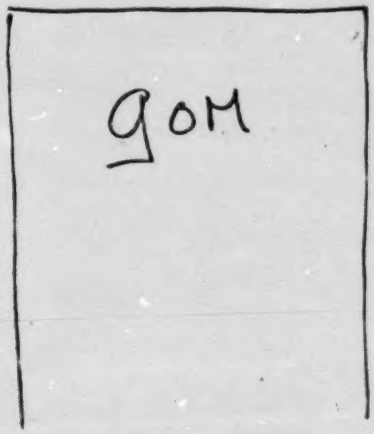
Statistical Abstracts

Historical Abstracts



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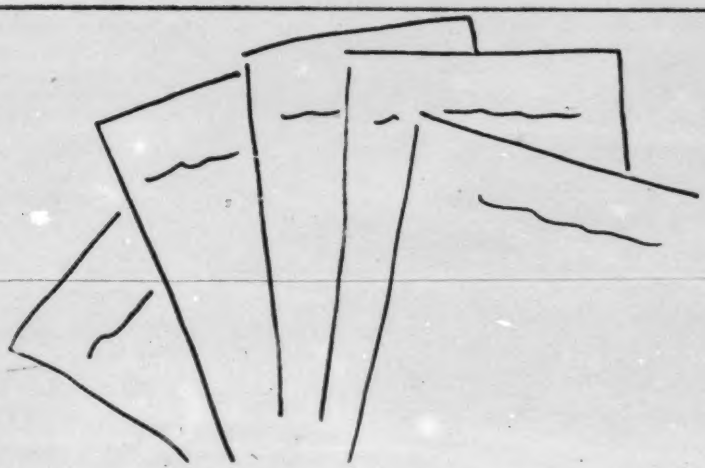
Government

Organization

Manual



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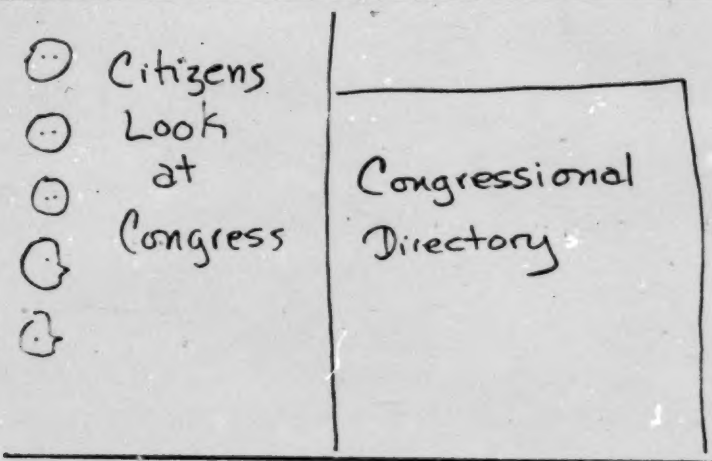
Subject

Bibliographies



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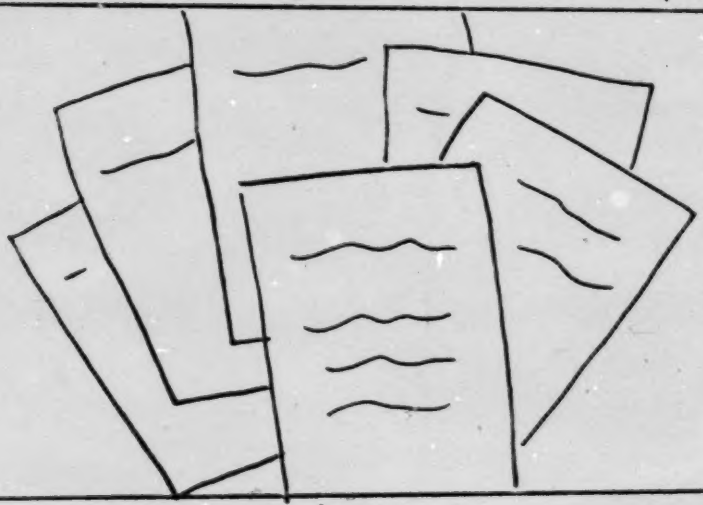
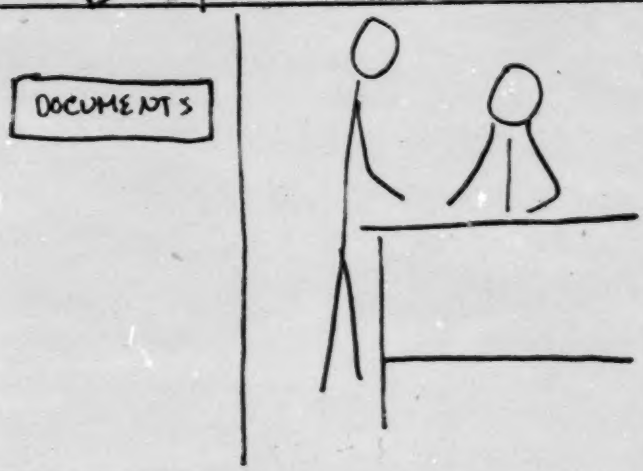
Citizens Look at Congress

Congressional Directory



(30)

All the guides



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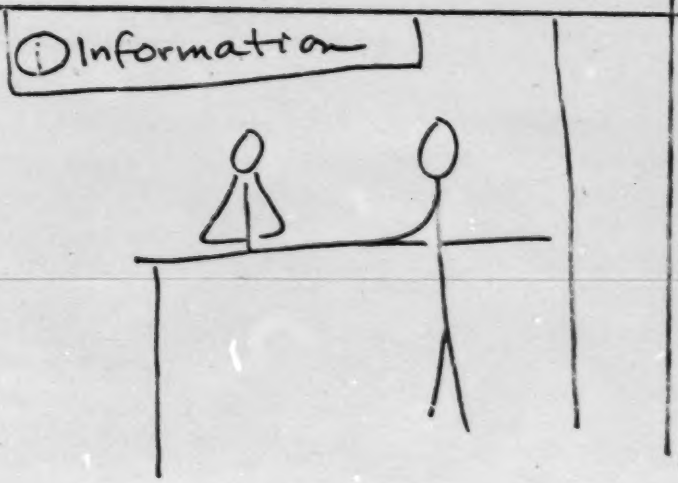
Documents Office
(Julia Baldwin)



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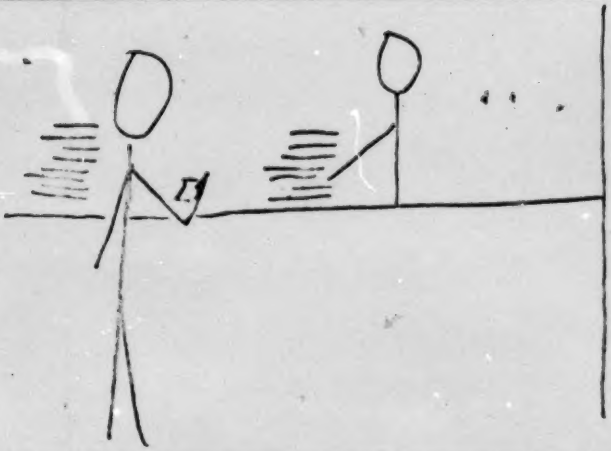
Reference Desk



(33)

Checking out Documents

written by

Lynn Cooper
Sally Taber
Susan Usher

(34)

credits